INTERVIEW CLOTHING CHECKLIST
MALE

DON'T TAKE THE CHANCE

At a job interview, even one of the following items can negatively affect that first impression:

- Chewing gum or smoking
- Physical habits such as tapping fingers or clicking pens, bouncing legs or shuffling feet
- Messy or unclean hair
- Negative body odors or strong cologne/perfume
- Visible tattoos
- Torn or patched clothing
- Unusual hair, such as lettering cut into it, spikes, bleached, odd colors
- Too much jewelry or jewelry attached to odd places visible on the body (such as nose piercing)
- Worn or unpolished shoes; gym shoes
- Any form of poor grooming

Written by: Dinah Courtney

YES   NO

_____ _____   I know what the company's employees wear to work.

_____ _____   What I will wear to the interview will be equal to or one step better than what the employees wear.

Manufacturing Jobs (Machine Operator, Driver, Handler)

SHOES

_____ _____   Clean or well polished.

SOCKS

_____ _____   White or colored.

PANTS

_____ _____   Pressed slacks, khakis, or wash and wear.

SHIRT AND TIE

_____ _____   Sports shirt with collar or button down collar sport or dress shirt. Tie is optional but usually not worn.

SPORT COAT/SUIT

_____ _____   Seldom if ever worn.

<u>JEWELRY</u>

____ ____   Minimum

Sales Jobs (Retail, Field Representative, Counter)

<u>SHOES</u>

____ ____   Well polished – no tennis shoes.

<u>SOCKS</u>

____ ____   Dark solid color (black, blue, brown)

<u>PANTS</u>

____ ____   Pressed slacks, khakis or wash and wear.

<u>SHIRT AND TIE</u>

____ ____   Solid color dress shirt (white or blue) with tie.

<u>SPORT COAT/SUIT</u>

____ ____   Sport coat or blazer is required.

<u>JEWELRY</u>

____ ____   Minimum

Service Jobs (Banks, Utilities, Medical, Dental)

<u>SHOES</u>

____ ____   Dress slip-ons or tie ups.

<u>SOCKS</u>

____ ____   Black

<u>PANTS</u>

____ ____   Pressed slacks or suit pants.

<u>SHIRT AND TIE</u>

____ ____   Solid color dress shirt (white or blue) with tie.

<u>SPORT COAT/SUIT</u>

____ ____   Sport coat or blazer required. Suit is suggested for banks.

<u>JEWELRY</u>

____ ____   Minimum

Office Positions

Clothing expectations are the same as in the Sales and Service areas.

Other Jobs

POSITION   _____

SHOES   _____

SOCKS   _____

PANTS   _____

SHIRT AND TIE   _____

SPORT COAT/SUIT   _____

JEWELRY   _____